

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
JANUARY 28, 1999**

The Quality Systems (QS) Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on January 28, 1999 at 1 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Mr. Joe Slayton of the U.S. Environmental Protection Agency's (EPA) Region III. A list of action items is given in Attachment A. A list of participants is given in Attachment B. A list of parking lot issues is given in Attachment C. QS Committee participant draft responses to comments from the Virginia NELAC Workgroup are presented in Attachment D. *The purpose of the meeting was to establish a schedule for upcoming meetings and to discuss the Virginia NELAC Workgroup comments.*

**ADMINISTRATIVE ISSUES**

The deadline for the committee to prepare Chapter 5 for NELAC V is April 30, 1999. Comments must be received by April 1 for inclusion in this version of the chapter.

The QS Committee teleconferences are scheduled as follows (all times are EST):

- February 9<sup>th</sup> from 2 to 5 p.m.
- February 23<sup>rd</sup> from 1 to 4 p.m.
- March 3<sup>rd</sup> from 2 to 5 p.m.
- March 16<sup>th</sup> from 1 to 4 p.m.
- March 30<sup>th</sup> from 2 to 5 p.m.
- April 6<sup>th</sup> from 1 to 4 p.m.
- April 21<sup>st</sup> from 10 a.m. to 12 p.m.
- April 28<sup>th</sup> from 2 p.m. to 5 p.m.

In addition, several QS Committee action items were identified, which are listed in Attachment A.

**VIRGINIA NELAC WORKGROUP COMMENTS**

The committee reviewed responses, drafted by committee participants, to the Virginia NELAC Workgroup comments. The full text of the comments and responses are presented in Attachment D. The table below is a summary of the committee's decisions on comments where the recommendation of the committee participant who drafted the response was for a change to the chapter.

**Summary of QS Committee's Decisions on Comments:**

<b>Section of QS Chapter Comment Addressed</b>	<b>Decision of QS Committee Regarding Proposed Response to Comment</b>
Comments Assigned to Mr. Raymond Frederici	
5.6.2.c.4.ii (5.6.2.c.3.ii)	Suggested change to “initial demonstration of capability” accepted.
5.6.2.d	No change
5.6.2.f	No change
5.6.3	No change
Comments Assigned to Mr. Jeff Nielsen	
5.8.d	No change
5.9.2.b	Minor editorial change made to text.
5.9.3.a	No change
Comments Assigned to Mr. Clifford Glowacki	
5.9.4.2.1.c	No change
5.9.4.2.1.d	No change
Comments Assigned to Dr. Fred Siegelman	
5.10.6.a	Language changed to include LIMS
5.12.2.b	Language changed as recommended.
5.12.3.1.n	Replace existing language with recommended language from ISO Guide 25.
5.12.3.2.a	No change
5.12.4	No change to this section, will drop chain of custody from glossary. Definition of legal chain of custody will be modified based on language in Laboratory Certification Manual.
5.12.4.3	Same as above
5.13	No change
Laboratory Duplicate	No change
Initial Demonstration of Capability	No change, this section will be revisited

<b>Section of QS Chapter Comment Addressed</b>	<b>Decision of QS Committee Regarding Proposed Response to Comment</b>
C.1	No change, this section will be revisited
C 3 of 4	No change, this section will be revisited
Comments Assigned to Ms. Sheila Meyers	
D.1.1.a.1.i	No change
D.1.7.c	Editorial change made to text.
D.2.1.a.1.1	No change

**ACTION ITEMS**  
**QUALITY SYSTEMS COMMITTEE**  
**JANUARY 28, 1999**

<b>Item No.</b>	<b>Action Item</b>	<b>Date to be Completed</b>
1.	Mr. Slayton to send Mr. Jackson a letter discussing the QS Committee's approach regarding comments received from the Environmental Monitoring Management Council (EMMC) and the ad hoc Field Measurements Committee. Mr. Slayton will also send the updated VA NELAC comment/responses.	January 29
2.	Add to the list of Frequently Asked Questions (FAQs) a discussion on why calibration and detection was revisited. Also, how the standard will ensure, given the proposed changes, that a laboratory will have data to be reviewed for all the methods for which they are certified during an onsite inspection.	Ongoing
3.	Mr. Slayton to send Mr. Barry Lesnik (EPA, Office of Solid Waste (OSW) an electronic version of Chapter 5.	January 29
4.	Prepare the list of FAQs for posting to the NELAC Website.	
5.	Ms. Mary Bruch to complete responses to microbiology related VA NELAC comments referred by Mr. Scott Siders and Mr. Donivan Porterfield.	Prior to next teleconference.
6.	Review action items from the January 5 <sup>th</sup> teleconference.	At next teleconference.
7.	A priority item is to review comments from NELAC IVi	
8.	Mr. Slayton to compile a list of changes made to Chapter 5.	

**PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE  
JANUARY 28, 1999**

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**PARKING LOT ITEMS/ISSUES  
QUALITY SYSTEMS COMMITTEE  
JANUARY 28, 1999**

Items/issues will remain in the Parking Lot until they are completed.

**1. Air Appendix**

The Air Analysis Workgroup has a number of editorial changes which were deferred from the November 8-10, 1998 QS Committee meeting because of lack of time. These items will be discussed at that time.

**2. Proposed New Appendix**

Appendix for listing of required records (all pulled into one table). Need to reach consensus on the table and the suggested introduction provided by Mr. Porterfield.

**3. Continuous Monitors**

Topic was briefly discussed at the Annapolis meeting (11/10/98) and it was decided that this topic may require its own appendix with associated special quality control (QC).

**4. Action Items from the NELAC IV Conference.**

This was a homework item and most of the work is completed but it has not been discussed.

**5. Initial Demonstration of Capability (IDOC):**

Need to address an Initial Demonstration of Capability (IDOC) for tests for which you cannot spike. Also, does IDOC need to be universal and address all medias?

**6. Definitions/Glossary**

Changes necessary to be consistent with Program Policy and Structure proposal. The committee will review definitions/glossary at the Interim Meeting.

**7. Matrix and Medium**

Suggestion has been made that the medium definition should in turn be divided into a number of matrices. The committee has pulled into one file all items related to this issue (part of NELAC IV homework).

**8. Virginia NELAC Workgroup**

Need to develop a definition for the term *client*. The definition should address clients that internal to an organization as well as external to the organization.

**9. Table of Procedures**

Review table of procedures prepared by Mr. Frederici for inclusion in Chapter 5.